

<p style="text-align: center;">PORT OF KLICKITAT BOARD OF COMMISSIONERS MEETING MINUTES APRIL 22, 2008 REGULAR MEETING</p>		
TOPIC	DISCUSSION/ASSESSMENT/FINDINGS	
<p>Attendance</p>	<p>Commissioner/Staff Present: Port Commissioners (PCs) Norm Deo, Rodger Ford & Wayne Vinyard; Executive Director (Exec.D) Marc Thornsbury; Deputy Director (DepDir) James Donnelly; Administrative Assistant/Bookkeeper, (AA/B) Margie Ziegler; and Port Auditor George Fox. PC/Staff Absent: Port Counsel Teunis Wyers was excused. Guests Present: Matt Riley (Rapid Ready Mix Inc) and Brad Roberts (Rivermile 172).</p>	<p>Meeting called to order at 4:00pm.</p>
<p>Executive Session</p> <p>Surplus Property Pricing Personnel ó Maintenance Assistant</p>	<p>PC Vinyard called for an executive session to discuss surplus property Pricing and the Maintenance Assistant Position. PC Vinyard said the executive session was expected to last one hour. PC Vinyard announced the extension of the executive session by an additional forty-five minutes.</p> <p>The executive session started at 4:01pm. Those present: Port Commissioners (PCs) Norm Deo, Rodger Ford & Wayne Vinyard; Executive Director (Exec.D) Marc Thornsbury; Deputy Director (DepDir) James Donnelly; and Port Auditor George Fox. PC Vinyard adjourned the executive session at 5:15 pm. PC Vinyard opened the regular PC meeting at 5:17pm.</p>	
<p>Financial Report</p>	<p>Port Auditor George Fox, CPA, reported that a teleconference was held with the Washington State Auditor's manager for an exit conference for the audit of the Ports financial records for 2004, 2005 and 2006. Fox said there were no findings in the auditor's report. The auditor recommended that the Port state the reason it is holding an executive</p>	



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<p>Financial Report continued í ..</p>	<p>session in the meeting minutes and develop a credit card policy and issue credit cards to employees. Fox said the Port has been very professional in regard to its financial management. A credit card policy has been developed and that credit cards were issued to employees in January 2008 and reasons for executive sessions will be listed in the meeting minutes going forward.</p> <p>Fox said he has completed the review of financial reports for January, February and March 2008. Fox explained the new Quickbooks profit and loss report and the balance sheet report that will be provided to the PCs monthly and will replace the older report styles. Fox said the accounting system setup is complete, and the Port is now on a full accrual basis.</p>	
<p>Counsel's Report</p>	<p>None</p>	
<p>Administrative Matters Consent Agenda</p>	<p>Items approved: Minutes ó April 8, 2008 Vouchers ó April 15, 2008, #22131-22135, \$6,051.89 Vouchers ó April 22, 2008, #22136-22142, \$1610.09</p>	<p>PC Deo M, PC Ford S a motion to approve the consent agenda, MP</p>
<p>Maintenance Assistant Position Review</p>	<p>(Exec.D) Thornsbury said he completed a review for Esteban Sanchez. Thornsbury said Sanchez was responsible for training Bryan Charters and has been taking care of the repairs at the 101 Parallel Building. (Exec.D) Thornsbury said Sanchez is doing and excellent job picking up the extra work load during the search for a new facilities manager.</p>	<p>By consensus, the PC approved the annual review for Esteban Sanchez.</p>

<p>Executive Director's Report Bingen Point:</p>	<p>(Exec.D) Thornsbery said he met with The City of Bingen and discussed the Maple Street Project and that the bioswale is designed for a twenty-year, one-hour event.</p>	<p>By consensus, the PC agreed to monitor the bioswale for adequate storm water sequestration. If necessary Port staff will investigate alternatives, possibly in conjunction with improvements to Shore Drive.</p>
<p>Dallesport Industrial Park: F & M Construction Lease</p>	<p>(DepDir) James Donnelly said F & M Construction has provided the security deposit and insurance for leasing parcel 42 on a month-to-month basis for one year.</p>	<p>By consensus, the PC agreed to authorize staff to enter into a lease agreement with F & M Construction.</p>
<p>Underwood Fruit Update</p>	<p>(DepDir) James Donnelly gave an update on the Mount Adams Orchards (Underwood Fruit) lease. The lease is currently at Mount Adams Orchards offices in Yakima waiting for signatures. Donnelly said the start date of the lease is May 1. (Exec.D) Thornsbery said Embarq phone lines, which currently run on poles scheduled for removal from the lots to be leased, need to be placed underground. Once the phone line is buried, the KC PUD can remove the power poles.</p>	
<p>WA ST Dept of Health ó Water System Sanitary Survey Report</p>	<p>(Exec.D) Thornsbery explained there were two findings: (1) installation of a screened air vent and (2) a minor finding suggesting installing a locking mechanism on the reservoir ladder.</p>	<p>By consensus, the PC agreed to have staff research the options for the corrections to the water system.</p>
<p>Miscellaneous Committee Updates</p>	<p>PC Vinyard-nothing PC Ford-said there will be a MCEDD meeting on April 23 and the new Executive Director for MCEDD will be announced. PC Deo ó said there was an airport meeting on April 18 and there was an executive session regarding the golf course.</p>	



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Miscellaneous continued	<p>The PC Retreats were discussed. (Exec.D) Thornsbury said the first regular meeting of June may be cancelled.</p> <p>(Exec.D) Thornsbury said he attended the CGEDA meeting. They talked about a strategy for the future. There will be no meetings for three months.</p> <p>PC Vinyard asked if the Port has a policy for employee e-mail and internet use.</p>	<p>By consensus, the PC agreed that May 29 & June 5 will work for a Retreat at the Lyle Hotel.</p>
Public Comment	<p>Brad Roberts, Rivermile 172, thanked staff for communications and keeping him aware of what is going on at the Port.</p>	
Adjournment	<p>PC Vinyard adjourned the PC Meeting at 6:03pm</p>	

Approved on _____
(Date)

Margie Ziegler, Administrative Assistant

Marc Thornsbury, Executive Director

S. Wayne Vinyard, President